

Home Sleep Apnea Testing (HSAT) – June 2017

This core competency is not intended to be all-inclusive and may require modification to meet facility requirements. This document is intended to serve as a template and be modified to meet individual employer needs.

OBJECTIVE: To document the knowledge and skills required to educate and instruct patients, administer portable monitoring devices (PM) and score HSAT recordings.

OUTCOME ASSESSMENT: Outcome is determined by the assurance of patient safety, successful recording and completion and accurate scoring of the test. This competency evaluation tool provides an objective assessment of the performance of the sleep technologist, technician and trainee.

INSTRUCTIONS:

The evaluator assesses the employee in the performance of the competency, indicating either a **(Yes)** the employee is competent or a **(No)** the employee is not competent with the process. Competency is met when the employee performs the competency according to accepted standards and guidelines. For every **(No)** response, a corrective action plan should be outlined, discussed with the employee with a timeline for retesting, and documented in the comments section.

NAME _____

DATE _____

EVALUATOR _____

**Comments: A correction plan and timeline for retesting must be outlined for each (No) documented.*

Home Sleep Apnea Testing	Yes	No	*Correction Plan/ Retesting Date
PM Equipment Preparation/Data Download			
Determine device is fully charged			
Demonstrate ability to initialize device			
Demonstrate ability to download data			
PM Devices and Limitations			
Define what parameters will be recorded based on device type			
Describe the technology utilized for each recording sensor			
Describe the limitations of the device			
Documentation Review			
Assure all required documents (authorization/requisition, H&P, physician's order, previous test results, etc.) are available and complete			
Patient Education and Instruction			
Demonstrate the ability to educate the patient about OSA			
Demonstrate the ability to provide instruction to the patient on the use and return of the equipment			
Demonstrate the ability to identify the impact of the patient's physical/mental limitations on the outcome of the procedure			
Demonstrate appropriate communication skills			
Sensor Application			
Demonstrate ability to apply sensors accurately and securely			
Demonstrate the ability to make appropriate patient specific adjustments			
Documentation			
Demonstrate ability to provide appropriate educational and instructional materials to the patient			

Home Sleep Apnea Testing	Yes	No	*Correction Plan/ Retesting Date
Assure collection of all required patient documents before and after the test			
Demonstrate consistent recording of demographic and test procedures in database??			
Facility Organization and Record Keeping			
Maintain patient records in an organized and secure manner according to policy			
Comply with HIPAA and patient confidentiality regulations			
Archive records per facility protocol			
Patient Safety			
Instruct patient to call 911 as usual for any medical emergencies while at home			
Inspect and maintain equipment according to facility protocols and assure completion of required safety inspections			
Verbalize the protocol for contacting the facility for equipment issues			
Infection Control			
Demonstrate utilization of universal precautions			
Demonstrate proper hand washing technique			
Demonstrate appropriate use of personal protective equipment (PPE)			
Equipment Decontamination			
Demonstrate adherence to cleaning and disinfection procedures for PM devices			
Appropriately clean and disinfect all sensors and accessories			
Maintain separation of clean and dirty equipment in separate designated areas			
Scoring			
Demonstrate adherence to AASM scoring parameters for respiratory events			
Identify artifact, inadequate signals and study failures			
Document and communicate study issues to the interpreting physician			
Generate an accurate report			